BOLIVAR – HARPERS FERRY PUBLIC LIBRARY

Board of Trustees Meeting Minutes

Wednesday June 13, 2018

The meeting was called to order at 7:02 p.m.

Present were Deb McGee, Joan Goode, Jodi Robinson, Janet Harrison, Vickie Gale and Toni Milbourne

Toni Milbourne waived her right to privacy for the Director’s annual evaluation and requested an open session.

**Director’s Review**: Deb McGee presented her annual evaluation of Director to Toni Milbourne. The remainder of the Board agreed that the final evaluation done by Deb McGee did not represent the issues discussed at the May 14, 2018 Director’s review meeting and as a result Toni Milbourne did not have important information as to the issues involved. Deb McGee presented a draft Individual Development Plan to include:

1. Develop strategies for effective staff management
2. Record goals, objectives and assessment each week

Janet Harrison recommended being more specific as to goals and objectives. Deb McGee stated that the WVLC suggested that the Board review Toni Milbourne’s progress at 3 and 6 month intervals. Board will have a meeting on June 21, 2018 @10:00 a.m. to finalize the Individual Development Plan to present to Toni Milbourne at the next Board meeting on July 9, 2018.

Joan Goode made a motion to review minutes.

Motion to approve with two amendments: Vickie Gale, 2nd Janet Harrison. All agreed

**Director’s Report**: Details are in Director’s Report of June 13, 2018. Director reports that she received the information on PEIA insurance and finds it is prohibitive as an option at this time.

**Financial Report:** Unavailable

**Unfinished Business**:

Employee Evaluations for 2017 & 2018: Board expressed concerns regarding 2017 reviews. Evaluation process will be reviewed and improved.

Policy revisions:

Jodi Robinson and Janet Harrison submitted Travel Policy for a 2nd vote. Motion to accept Travel Policy: Joan Goode, 2nd; Jodi Robinson. All agreed.

Jodi Robinson and Janet Harrison submitted Grievance Policy for a 2nd vote. Motion to accept: Vickie Gale, 2nd, Joan Goode. All agreed.

Suggested policy revision: Change $5000 expenditures to ~~­­$500~~ $5000 for capital expenditures (emergency repairs) on the budget. Motion: Jodi Robinson, 2nd Joan Goode

New Business:

Purchase of new computers/possible grant: Director stated that she applied for the grant to purchase computers and is hopeful the Library will be awarded the grant.

Suggested budget item: Joan Goode suggested reconsidering the Bearded Dragon budget.

E-books: We belong to WV Reads. Information available in Library.

Jodi Robinson requested a line change on the budget report: Separate lines for local and long distance travel. Director will make changes and present to the Board for review in July, 2018 and possible vote in August, 2018.

Best practices for minutes: Deb McGee suggested including Toni Milbourne in all phases of the Board minutes.

Best practices for agenda: Deb McGee suggested including Toni Milbourne in all phases of the Board agenda.

Deb McGee reports that the Bolivar-Harpers Ferry Library has been invited to participate in the African American Festival in Charles Town August 17th – 19th. Some suggestions of objectives would be to promote Library as an inclusive place and promote children’s reading. Possible activities suggested include handing out books, pencils, bookmarks. Possible fun activity with Deb McGee’s map puzzle.

**Comments/Questions from the Visiting Public**: Giordanna Baker, Tom Milbourne, Amanda Stroud

**Meeting adjourned**: 9:28 p.m.

**Next meeting**: July 9, 2018 at 7:00 p.m.

Respectfully submitted,

Victoria Gale